



Office of the State Comptroller
PAYROLL BULLETIN

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| Subject 1994 Federated Fund Campaign | Bulletin No. P-794 |
| | Date November 19, 1993 |

These instructions are for processing payroll deductions for Federated Community Campaigns for deductions to begin in January, 1994.

"Pledge and Payroll Deduction for State Employees Federated Appeal (SEFA)" cards are distributed with the campaign literature for the SEFA Campaign. Instructions for completing these cards can be obtained by contacting OGS Counsel's Office at (518) 474-5607 if you have not already received them. Employees who wish to contribute through the payroll deduction plan must complete a card.

Each payroll office must review the authorization cards for completeness, accuracy and legibility of the items listed below. The original card is retained by the Payroll Office. The copy and the receipt must be returned to the campaign.

1. Federated Fund Code (Block 5)

The Federated Fund must be one that has been approved by the Commissioner of General Services. Alphabetic and numeric lists of organizations approved by the Commissioner are attached to this bulletin. Agencies entering the Federated Fund Number On-Line are reminded to key the code at the top of the form.

2. Amount of deduction

The employee is to enter the amount he or she wishes to have deducted from each salary check for the calendar year, not the total amount of the pledge.

3. Signature

4. Employee's agency code, line number, social security number and name *. This information should be reported as you expect it to appear on your final payroll of 1993.

* Name should be printed.

Payroll deductions for the Federated Fund will begin for the year 1994 in checks dated January 6, 1994 (Institution) and January 12, 1994 (Administration).

Agencies with access to the OSC Payroll Deduction On-Line Process

Agencies with access to the Payroll Deduction On-Line Process must use the Federated Fund On-Line instructions to enter their own SEFA Cards during the campaign. The Federated Fund On-Line system will be available for agency input November 29 through December 17, 1993.

On-Line Instructions for Federated Funds

There is a change to the Error Message section of the On-Line Instructions for Federated Funds. The edit message FEDERATED FUND AMT MISSING OR INVALID will appear on the display if the amount entered is more than 999.99, not numeric or is blank.

Agencies without access to the Payroll On-Line Process

Agencies that do not have access to Payroll On-Line Processing must submit the SEFA cards to OSC for processing no later than the following dates:

Institution : November 26, 1993
Administration : December 03, 1993

After OSC completes processing, the cards will be returned to the agency Payroll Office.

SEFA cards not processed during the campaign input dates must be processed with the regular deduction processing for the agency, and submitted to provide the correct deduction start date on the first payroll of the calendar year.

New employees or employees who wish to start or change a Federated Fund deduction after the campaign period has ended may do so by completing a new authorization card. A payroll deduction transaction should then be processed to start or change the deduction.

Transfers

Since it cannot be assumed employees transferring to another N.Y.S. Agency wish to continue contributing to the same SEFA organization, we cannot automatically transfer this deduction. Payroll Officers should, however, contact employees transferring into their agency to determine if the employee wishes to continue SEFA deductions. If the employee wishes to continue the deduction, a payroll deduction transaction must be processed to start the deduction in the new agency. It is only necessary to obtain a new authorization card if the employee wants to contribute to a different SEFA Organization from the one they were contributing to in the previous agency.

Cancellations

When an employee wishes to cancel the authorization for Payroll Deduction, notice must be submitted to the agency Payroll Office. The Payroll Office should process a Payroll Deduction transaction to stop the deduction. The employee's cancellation notice should be retained by the agency.

FEDERATED FUND CODE LISTING ALPHABETIC

| COUNTY | FEDERATED FUND | CODE |
|---------------------|--|------|
| ALBANY | UNITED WAY OF NORTHEASTERN NEW YORK | 850 |
| ALLEGANY | ALFRED-ALFRED STATION COMMUNITY CHEST | 883 |
| BRONX | UNITED WAY OF NEW YORK CITY | 851 |
| BROOME | UNITED WAY OF BROOME COUNTY | 856 |
| CATTARAUGUS | UNITED WAY OF BUFFALO AND ERIE COUNTY | 857 |
| CAYUGA | UNITED WAY OF CENTRAL NEW YORK, INC. | 859 |
| CHAUTAUQUA | UNITED WAY OF NORTHERN CHAUTAUQUA COUNTY, INC. | 875 |
| CHEMUNG | UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC. | 874 |
| CHENANGO | UNITED WAY OF BROOME COUNTY | 856 |
| CLINTON | UNITED WAY OF CLINTON COUNTY | 861 |
| COLUMBIA | UNITED WAY OF COLUMBIA/GREENE COUNTY, INC. | 866 |
| CORTLAND | UNITED WAY OF CORTLAND COUNTY, INC. | 860 |
| DELAWARE | UNITED WAY OF GREATER ONEONTA | 894 |
| DUTCHESS | UNITED WAY OF DUTCHESS COUNTY, INC. | 861 |
| ERIE | UNITED WAY OF BUFFALO AND ERIE COUNTY | 857 |
| ESSEX | UNITED WAY OF CLINTON COUNTY | 861 |
| FRANKLIN | UNITED WAY OF ST. LAWRENCE | 878 |
| FULTON | UNITED WAY OF FULTON COUNTY | 867 |
| GENESSE | UNITED WAY OF GREATER ROCHESTER, INC. | 869 |
| GREENE | UNITED WAY OF COLUMBIA/GREENE COUNTY, INC. | 866 |
| HAMILTON | UNITED WAY OF ST. LAWRENCE | 878 |
| HERKIMER | UNITED WAY OF GREATER UTICA | 872 |
| JEFFERSON | UNITED WAY OF JEFFERSON COUNTY, INC | 864 |
| KINGS | UNITED WAY OF NEW YORK CITY | 851 |
| LEWIS | UNITED WAY OF JEFFERSON COUNTY, INC. | 895 |
| LIVINGSTON | UNITED WAY OF GREATER ROCHESTER, INC. | 866 |
| MADISON | UNITED WAY OF GREATER UTICA | 872 |
| MONROE | UNITED WAY OF GREATER ROCHESTER, INC. | 866 |
| MONTGOMERY | UNITED WAY OF MONTGOMERY COUNTY, INC. | 870 |
| NASSAU | UNITED WAY OF LONG ISLAND | 865 |
| NEW YORK | UNITED WAY OF NEW YORK CITY | 851 |
| NIAGARA | UNITED WAY OF BUFFALO AND ERIE COUNTY | 857 |
| ONEIDA | UNITED WAY OF GREATER UTICA | 872 |
| ONONDAGA | UNITED WAY OF CENTRAL NEW YORK, INC. | 859 |
| ONTARIO | UNITED WAY OF GREATER ROCHESTER, INC. | 868 |
| ORANGE | UNITED WAY OF ORANGE COUNTY | 862 |
| ORLEANS | UNITED WAY OF GREATER ROCHESTER, INC. | 869 |
| OSWEGO | UNITED WAY OF CENTRAL NEW YORK, INC. | 859 |
| OTSEGO | UNITED WAY OF GREATER ONEONTA | 894 |
| PUTNAM | UNITED WAY OF WESTCHESTER | 873 |
| QUEENS | UNITED WAY OF NEW YORK CITY | 851 |
| RENSSELAER | UNITED WAY OF NORTHEASTERN NEW YORK | 850 |
| RICHMOND | UNITED WAY OF NEW YORK CITY | 851 |
| ROCKLAND | UNITED WAY OF ROCKLAND COUNTY, INC. | 864 |
| SARATOGA | UNITED WAY OF NORTHEASTERN NEW YORK | 850 |
| SARATOGA (NORTHERN) | TRI COUNTY UNITED WAY, INC. | 890 |
| SCHENECTADY | UNITED WAY OF SCHENECTADY COUNTY | 868 |
| SCHOHARIE | UNITED WAY OF NORTHEASTERN NEW YORK | 850 |
| SCHUYLER | UNITED WAY OF TOMPKINS COUNTY | 876 |
| SENECA | SENECA COUNTY UNITED FUND, INC. | 887 |
| STEUBEN | UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC. | 877 |
| ST. LAWRENCE | UNITED WAY OF ST. LAWRENCE | 878 |
| SUFFOLK | UNITED WAY OF LONG ISLAND | 865 |
| SULLIVAN | UNITED WAY OF ULSTER COUNTY | 880 |
| TIOGA | TIOGA UNITED FUND, INC. | 892 |
| TOMPKINS | UNITED WAY OF TOMPKINS COUNTY | 876 |
| ULSTER | UNITED WAY OF ULSTER COUNTY | 871 |
| WARREN | TRI COUNTY UNITED WAY, INC. | 890 |
| WASHINGTON | TRI COUNTY UNITED WAY, INC. | 890 |
| WAYNE | UNITED WAY OF GREATER ROCHESTER, INC. | 862 |
| WESTCHESTER | UNITED WAY OF WESTCHESTER | 873 |
| WYOMING | UNITED WAY OF GREATER ROCHESTER, INC. | 866 |
| YATES | UNITED WAY OF CHEMUNG AND STEUBEN COUNTIES, INC. | 877 |



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| 856 | UNITED WAY OF BROOME COUNTY | BROOME |
| 856 | UNITED WAY OF BROOME COUNTY | CHENANGO |
| 857 | UNITED WAY OF BUFFALO AND ERIE COUNTY | CATTARAUGUS |
| 857 | UNITED WAY OF BUFFALO AND ERIE COUNTY | ERIE |
| 857 | UNITED WAY OF BUFFALO AND ERIE COUNTY | NIAGARA |
| 859 | UNITED WAY OF CENTRAL NEW YORK, INC. | CAYUGA |
| 859 | UNITED WAY OF CENTRAL NEW YORK, INC. | ONONDAGA |
| 859 | UNITED WAY OF CENTRAL NEW YORK, INC. | OSWEGO |
| 860 | UNITED WAY OF CORTLAND COUNTY, INC. | CORTLAND |
| 861 | UNITED WAY OF DUTCHESS COUNTY, INC. | DUTCHESS |
| 862 | UNITED WAY OF GREATER ROCHESTER, INC. | WAYNE |
| 864 | UNITED WAY OF JEFFERSON COUNTY, INC. | JEFFERSON |
| 865 | UNITED WAY OF LONG ISLAND | NASSAU |
| 865 | UNITED WAY OF LONG ISLAND | SUFFOLK |
| 866 | UNITED WAY OF GREATER ROCHESTER, INC. | MONROE |
| 866 | UNITED WAY OF GREATER ROCHESTER, INC. | WYOMING |
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| 872 | UNITED WAY OF GREATER UTICA | MADISON |
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| 875 | UNITED WAY OF NORTHERN CHAUTAUQUA COUNTY, INC. | CHAUTAUQUA |
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| 878 | UNITED WAY OF ST. LAWRENCE | FRANKLIN |
| 878 | UNITED WAY OF ST. LAWRENCE | HAMILTON |
| 878 | UNITED WAY OF ST. LAWRENCE | ST. LAWRENCE |
| 880 | UNITED WAY OF ULSTER COUNTY | SULLIVAN |
| 881 | UNITED WAY OF CLINTON COUNTY | CLINTON |
| 881 | UNITED WAY OF CLINTON COUNTY | ESSEX |
| 882 | UNITED WAY OF ORANGE COUNTY | ORANGE |
| 883 | ALFRED-ALFRED STATION COMMUNITY CHEST | ALLEGANY |
| 884 | UNITED WAY OF ROCKLAND COUNTY, INC. | ROCKLAND |
| 886 | UNITED WAY OF COLUMBIA/GREENE COUNTY, INC. | COLUMBIA |
| 886 | UNITED WAY OF COLUMBIA/GREENE COUNTY, INC. | GREENE |
| 887 | SENECA COUNTY UNITED FUND, INC. | SENECA |
| 888 | UNITED WAY OF GREATER ROCHESTER, INC. | ONTARIO |
| 889 | UNITED WAY OF GREATER ROCHESTER, INC. | ORLEANS |
| 890 | TRI COUNTY UNITED WAY, INC. | SARATOGA (NORTHERN) |
| 890 | TRI COUNTY UNITED WAY, INC. | WARREN |
| 890 | TRI COUNTY UNITED WAY, INC. | WASHINGTON |
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| 896 | UNITED WAY OF GREATER ROCHESTER, INC. | LIVINGSTON |

